

File 5th

Chief, Commercial Staff

22 July 1957

Chief, Records Management Staff

Records Control Schedule

1. Attached is the Records Control Schedule for your office. The records described in the Schedule pertain only to the administrative material and the proprietary projects under the jurisdiction and control of the DD/I and the DD/S. The remainder of the material, estimated at 86% of your total records accumulation, is considered to be under the control of DD/P and it is understood that DD/P will undertake the preparation of a disposition plan for these records.

2. The records covered amounted to 23.6 cubic feet, of which 3.3 feet were determined to have a permanent or indefinite retention period; 11.3 were of a temporary nature and the remaining 9 feet consisted of library material. The Schedule can be applied immediately with the exception of Item 1b which requires legal authorization from the National Archives and the Congress for its destruction. Your office will be notified as soon as the authorization is received.

3. I wish to thank Mrs. [REDACTED] for the cooperation and assistance rendered to Mr. [REDACTED] during the survey. Please feel free to call on this Staff for any assistance in carrying out your records program.

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Attachment

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Mgt/S/RMS [REDACTED] jml (22Jul.57)

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT